

Custodian/Maintenance Worker



Job Code: 3011
Grade: 115
Reports to: Community Facility Director
Salary Range: \$25,954 - \$39,048
FLSA Status: Non-Exempt

GENERAL STATEMENT OF DUTIES

Performs responsible unskilled and semiskilled work in the care and cleaning of buildings; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification performs custodial maintenance and care of a single building complex or a variety of geographically separated buildings, with hours subject to variation depending upon department and use of buildings. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS

Cleaning and maintaining buildings and facilities.

EXAMPLES OF WORK

- Sweeps, mops, and dusts offices, meeting rooms, and facilities.
- Washes windows, walls, woodwork, bathroom fixtures.
- Operates carpet shampooer, vacuums and cleans carpets.
- Cleans and supplies restrooms; strips and waxes floors.
- Gathers and disposes of refuse, litter, and trash.
- Helps set up buildings and rooms for activities and meetings, moves furniture, equipment, and supplies.
- Replaces fluorescent bulbs, light bulbs, and exit lights.
- Removes snow; picks up trash and debris from outside of buildings.
- Paints doors and rooms; polishes furniture; moves file cabinets, desks, furniture, boxes, etc.
- Replenishes deliveries; picks up supplies and mail.
- Ensures security of building after working hours.
- Opens and secures building.
- Services and maintains building equipment.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of building cleaning practices, supplies, and equipment and ability to use them economically and efficiently; ability to understand oral and written directions; ability to establish and maintain effective working relationships with associates; ability to read and write; physical ability to perform heavy manual work; ability to work independently.

MINIMUM EDUCATION AND EXPERIENCE

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate; supplemented by any previous experience demonstrating ability to fulfill the physical requirements of the work; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, pushing, pulling, lifting, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, hazards, and atmospheric conditions.
- Work performed in this job may place the employee at risk of occupational exposure to blood borne pathogens. Hepatitis B vaccinations will be offered.

SPECIAL REQUIREMENTS

An employee in this classification in the Department of Parks, Recreation & Culture is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

Revised 12/14/2009

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.